

July 11, 1997

MEMORANDUM TO: Distribution

FROM: Michael J. Rubino, Associate Director
Acquisition Services Branch

SUBJECT: Policy Memorandum No. 97-010 – Use of Payment
Authorization Vouchers

1. Purpose. The purpose of Policy Memorandum No. 97-010 is to supplement the policies and procedures stated in the Acquisition Policy Manual (APM) regarding expenses that can be paid with a Payment Authorization Voucher (PAV).
2. References.
 - a. APM 9.B.3., *Use of Payment Authorization Vouchers*, Page 9-3.
 - b. Policy Memorandum No. 97-002, dated February 19, 1997.
 - c. Policy Memorandum No. 97-003, dated March 8, 1997.
3. Scope. This Policy Memorandum supplements Circular 3700.16, APM, dated October 3, 1997. It applies to all Contracting Officers and other Acquisition Services Branch (ASB) personnel as well as all FDIC employees involved with processing and approving PAVs.
4. Background. The APM authorizes specific expenses of the Corporation to be paid using PAVs. These are considered non-procurement-related expenses and are listed in APM 9.B.3. Policy Memoranda 97-002 and 97-003 supplemented APM 9.B.3. by adding additional types of expenses that may be paid with a PAV. Further revisions to the policy are now required.
5. APM Change. In accordance with the foregoing, APM 9.B.3. is hereby changed as follows:
 - a. APM 9.B.3.a., *Non-Procurement Administrative Expenses*, is modified to add the following:
 - (15) **Expenses associated with Senior Executive-Level Meetings.** Payment to reimburse Senior Executives (i.e., E3-Level and higher) for expenses associated with business meetings including but not limited to meals and meeting rooms.

- (16) **Government Bills of Lading (GBL) Expenses.** Payments to reimburse General Services Administration (GSA) contractors for FDIC-approved expenses under official GBLs.
- (17) **Expressions of Sympathy and Acknowledgment of Personal Events.** Donations to charities and expenses for U.S. Savings Bonds to acknowledge births and adoptions pursuant to Directive 2800.1, dated February 15, 1997.
- (18) **Financial Obligations under RTC Contracts.** Payments relating to contractor claims, settlements and/or aged/unpaid invoices resulting from closeout activities under RTC contracts that were not officially transitioned to FDIC or recorded in the Purchase Order System.

b. APM 9.B.3.b., *Non-Procurement Business/Legal-Related Expenses*, is modified to add the following:

- (21) **Affordable Housing Program Expenses.** Payments to Technical Assistance Advisors when services have been secured by FDIC Memoranda of Understanding for activities related to promotion of sales of qualifying residential properties, from training to pre-marketing activities through closing.
- (22) **Affordable Housing Advisory Board Expenses.** Administrative support and payment of expenses associated with expenses covered under the Charter of the Affordable Housing Advisory Board. These expenses include, but are not limited to, travel, meeting space, hotel services, car/van rental for property tours, legal transcription services, per diem and invitational travel expenses for witnesses.
- (23) **Transcripts Expenses.** Payments for transcripts and/or other deposition documentation required by FDIC but produced by opposing counsel or court-appointed court reporters (i.e., produced outside the control of FDIC).
- (24) **Monthly Cooperative Maintenance Fees.** Expenses for monthly cooperative maintenance fees for assets owned by the FDIC in either its Receivership or Corporate capacity.
- (25) **Payments to other Federal Agencies.** Payments to other Federal Agencies for goods and services.

- (26) **Call Report Processing Expenses.** Payments to reimburse the Federal Financial Institution Examination Counsel (FFIEC) for costs incurred as part of Call Report Processing. The Call Report is a quarterly financial statement that is jointly developed by and filed by the Federal Reserve Board, FDIC, and the Office of the Comptroller of the Currency.

6. Effective Date. This Policy Memorandum is effective immediately.
7. Contacts. If you have any questions, please contact David McDermott on (202) 942-3434.

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